

# TOWN OF LOS ALTOS HILLS

26379 Fremont Road  
Los Altos Hills, CA 94022  
Phone: (650) 941-7222  
[www.losaltoshills.ca.gov](http://www.losaltoshills.ca.gov)



---

## Use of Bench Marks

---

Approved by City Council – 5/21/1997

### Code Sections:

Section 10-2.1303 of the Site Development Ordinance lists the required elements that must be submitted with the application for a site development permit. Included in the list is a plot plan drawn by a civil engineer or a licensed land surveyor which includes the property lines and topography of the property. Section 9-1.603 of the Subdivision Ordinance lists the required elements that must be shown on a tentative map and again includes the property lines and topography of the property. The preparation of plans which show this information requires a survey of the property.

### Intent:

The purpose of this policy is to determine when the use of the Town's bench marks will be required for surveys that are done to meet the requirements of both the Site Development and Subdivision Ordinances. Through discussions with the Town's surveyors, it was determined that 2500' is a reasonable distance at which to require a surveyor to use a Town bench mark. The policy will require all surveys done in the Town to be based on the Town's vertical datum if any portion of the project site is located within 2500' of a Town bench mark. Plans have been prepared which clearly show which properties will be required to use the bench marks. Properties located outside of the shaded area will have the option of using temporary bench marks. Staff will make this information available to several of the engineering and surveying companies which do work in the Town on a regular basis. The requirement will also be included in the initial packets of information that are handed out to property owners and their agents when they are first investigating the Town's requirements for projects. Individual sites may dictate a need to deviate from the criteria, to the extent permitted by the Planning Director and City Engineer.

### Policy:

All surveys submitted to meet the application requirements for either a site development permit or a subdivision tentative map and improvement plans shall be based on an adopted Town Bench Mark if any portion of the subject property is located within 2500' of an adopted Town Bench Mark. Deviations from this policy are permitted at the discretion of the Planning Director or City Engineer if it is determined that the policy requirement is excessive in comparison to the scope of the proposed project.